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Getting Started

Ecology's Internet Hazardous Waste Home Page is at <http://www.ecy.wa.gov/programs/hwtr/waste-report/index.html>. Here you will find information useful for completing your annual report, as well as a link for opening TurboWaste.Net.

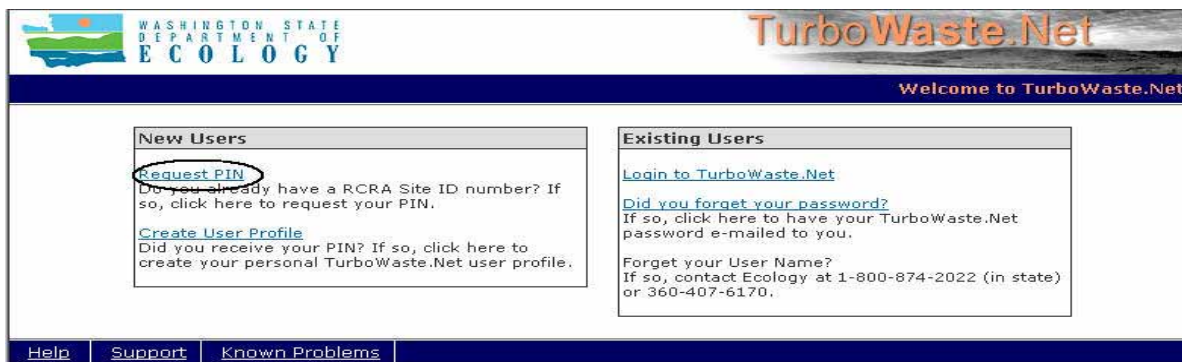
Get a PIN Number

To get started, you need a Personal Identification Number, or PIN. Ecology sends PIN Numbers to registered generators as part of the annual report mailing.

You can request your PIN from Ecology if you do not know it. Go to TurboWaste.Net at <https://fortress.wa.gov/ecy/turbowaste/> and click the **Enter TurboWaste** button.



Click on the **Request PIN** link.



Complete all the required fields.

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TurboWaste.Net

PIN Request

Instructions

If you have a RCRA Site ID number and are interested in using TurboWaste.Net, please complete this PIN request form. Please provide your RCRA Site ID number, site name, your name, e-mail address and phone number and click on the Submit button. The application will notify the Department of Ecology for processing of your request.

Legend

* Required fields

PIN Request

RCRA Site ID: *

Site Name: *

Your Name: *

Email: *

Confirm Email: *

Phone Number: *

[Help](#) [Support](#) [Known Problems](#) [User Guide](#)

Click **Submit** to send the E-mail to Ecology.

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TurboWaste.Net

PIN Request

Instructions

If you have a RCRA Site ID number and are interested in using TurboWaste.Net, please complete this PIN request form. Please provide your RCRA Site ID number, site name, your name, e-mail address and phone number and click on the Submit button. The application will notify the Department of Ecology for processing of your request.

Legend

* Required fields

PIN Request

RCRA Site ID: *

Site Name: *

Your Name: *

Email: *

Confirm Email: *

Phone Number: *

[Help](#) [Support](#) [Known Problems](#) [User Guide](#)

Ecology will send a letter with a PIN to the Forms Contact person currently registered with Ecology. The letter will contain all the information submitted on this form. This will ensure the PIN is only received by a legitimate contact for the facility. The PIN letter will be sent through the regular US mail within 3 working days.

Note: Messages from TurboWaste.Net maybe blocked by your company's SPAM blocking programs.

Create Your User Profile and Password

After you receive your PIN in the mail, use the following instructions to create your User Profile and password:

Roles and Responsibilities

In TurboWaste.Net, there are three different roles assigned to users:

Administrator – able to manage user accounts, data and SUBMIT the data to Ecology. Security precautions restrict who can make the submission.

Data Entry – able to manage data (enters, edit, delete, save and print).

View Only - may only view the data but not update it.

Create an Administrator Account or User Profile

The first user to create an account for a RCRA Site ID number is automatically assigned the Administrator role. The Administrator has the right to assign other users to the account. The Administrator can assign other staff administrator rights. You must have the RCRA Site ID number and PIN number to create your user profile.

Go to the TurboWaste.Net at <https://fortress.wa.gov/ecy/turbowaste/> and click the **Enter TurboWaste** button.

Welcome to TurboWaste.Net

Welcome to TurboWaste.Net
(An Internet based application for Annual Dangerous Waste Reporting)
This page was last updated on 7/27/2005

TurboWaste.Net was updated on 7/21/2005

TurboWaste.Net is the easiest Annual Reporting system ever. We suggest that you check out the TurboWaste.Net Users Guide link below if you are a first time user or if you have questions. There is a lot of helpful information to get you started.

If you just want to get started on your report, please click the "Enter TurboWaste" button on the bottom right side of this screen.

Updates to TurboWaste.Net screen on 7/21/2005:

An arrow was added to the Annual Reporting Checklist to show you which reporting step you are on.

The steps to Review your annual report and Submit your annual report were separated to make them less confusing.

Validation rules were updated to reflect the 1/1/2005 Dangerous Waste Regulations.

[A TurboWaste.Net Users Guide](#) is available now.

Link to [HWTR Program Annual Dangerous Waste Reporting Main Page](#)

[Enter TurboWaste](#)

Help | Support | Known Problems | User Guide

Click on **Create User Profile**.

Welcome to TurboWaste.Net

New Users

[Request PIN](#)
Do you already have a RCRA Site ID number? If so, click here to request your PIN.

[Create User Profile](#)
Did you receive your PIN? If so, click here to create your personal TurboWaste.Net user profile.

Existing Users

[Login to TurboWaste.Net](#)
[Did you forget your password?](#)
If so, click here to have your TurboWaste.Net password e-mailed to you.

Forget your User Name?
If so, contact Ecology at 1-800-874-2022 (in state) or 360-407-6170.

Help | Support | Known Problems

Enter the RCRA Site ID number and your PIN in the **PIN Validation** screen, and then click **Submit**.

Instructions

If you have a PIN, please provide your RCRA Site ID number and PIN and click on the Submit button. The application will validate the RCRA Site ID and PIN combination and prompt you to create a user account.

If you do not have a PIN, please click the Cancel button to return to the application sign-in screen and request a PIN.

Legend
* Required fields

PIN Validation

RCRA Site ID: *

PIN: *

[Submit](#) [Cancel](#)

Help | Support | Known Problems

Enter the required information on the **User Profile** screen:

- The User Name and Password are something you designate yourself.

- Password is limited to a combination of 10 characters or numbers and is case sensitive.
- The User Name is not case sensitive.
- The red * indicates a required field that can not be left blank.

The **Default Profile** will automatically set the database for the Simple version of TurboWaste.Net if you do not choose the Expert version. The Simple version has drop down fields with all of the codes built in. The Expert version is intended for Data Entry personnel. It does not have the drop down fields.

Click on the **Submit** button.

User Profile

Instructions

Please provide your first name, last name, e-mail address, phone number, username, password and confirmed password and click on the Submit button. The application will create the user account and return you to the sign-in screen. The application will send you a welcome e-mail with your username and password information.

Please login to TurboWaste.Net using your username and password. Use the Profile tab to manage your user profile information.

Legend
* Required fields

User Profile

First Name: *

Last Name: *

Email: *

Phone:

Default Profile:

User Name: *

Password: *

Confirm Password: *

Submit **Cancel**

[Help](#) [Support](#) [Known Problems](#)

The system will check your information to make sure that all of the required fields have been correctly filled out. When the information is found to be in the correct format you will be transferred directly to the TurboWaste.Net Sign In screen where you can use the User Name and Password to enter your account.

TurboWaste.Net will send you an E-mail with your User Name and Password for future reference. **Please file this information in a safe place for later use!**

Fill in the User Name and Password in the fields provided. Click on the **Submit** button.



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TurboWaste.Net

Welcome to TurboWaste.Net

Sign In

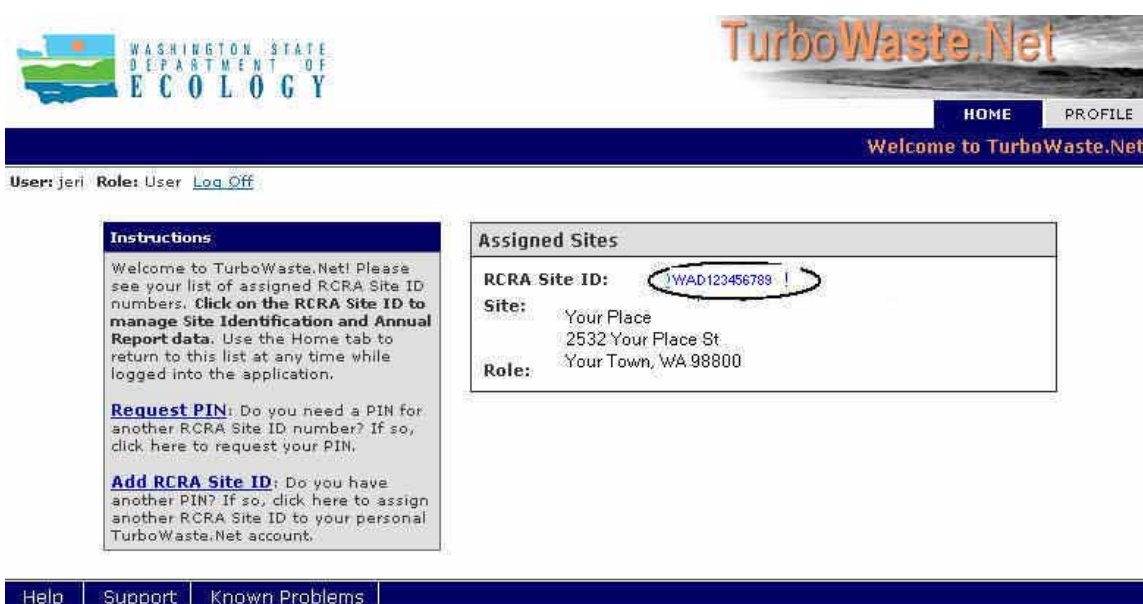
User Name: [JOHND]

Password: [XXXXXXXX]

Submit

Help | Support | Known Problems

The **Home** page that lists your assigned sites will open. Click on your Site ID number to enter a specific site file.



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TurboWaste.Net

HOME | PROFILE

Welcome to TurboWaste.Net

User: jeri Role: User [Log Off](#)

Instructions

Welcome to TurboWaste.Net! Please see your list of assigned RCRA Site ID numbers. **Click on the RCRA Site ID to manage Site Identification and Annual Report data.** Use the Home tab to return to this list at any time while logged into the application.

Request PIN: Do you need a PIN for another RCRA Site ID number? If so, click here to request your PIN.

Add RCRA Site ID: Do you have another PIN? If so, click here to assign another RCRA Site ID to your personal TurboWaste.Net account.

Assigned Sites

RCRA Site ID: YWAD123456789

Site: Your Place
2532 Your Place St
Your Town, WA 98800

Role:

Help | Support | Known Problems

Now you are in TurboWaste.Net and able to assign accounts for your staff, update your site information, submit your annual report or get a pre-printed Site ID Form.

Assign accounts for staff to work with or view data:

The first User Profile assigned to an account is the Administrator. The Administrator can assign user rights to each of the additional users depending on how much access the user should have. **Ecology recommends that you have more than one administrator for your account.** By default, additional users will be given data entry rights only. Data entry staff can fill out Notification and

Annual Report forms but **cannot** submit forms or data to Ecology. View Only Staff can view and print the reports but can not enter or change data.

Click on the **Admin Tab** located in the top right corner of your TurboWaste.Net screen. This will open the area to add users to your account.



Select one of the three ways to add a User:

Invite a User - sends an E-mail to a new user, containing the RCRA Site ID Number and the PIN, so that they can set up their own account.

Quick User Setup – adds a user that already has a User Profile in TurboWaste.Net to the account.

Set up a New User – sets up an account for a new user who does not have a User Profile already in TurboWaste.

Name	User ID	Role	Active		Password
jeri berube	jeribe	Administrator	Yes	Edit	Reset

Invite a User
E-mail the PIN to another person so they can enter TurboWaste for this site.
Email Address: [Send PIN](#)

Quick User Setup
If you know the User ID of the person you'd like to add, enter it here. This person will be added as Data Entry Staff.
Enter User name: [Add User](#)

New User Setup
Create a new account for another user by entering information in the fields below. This person will be added as Data Entry Staff.
First Name: *
Last Name: *
Email: *
Phone:
Default Profile:
User Name: *
Password: *
Confirm Password: *
[Submit](#)

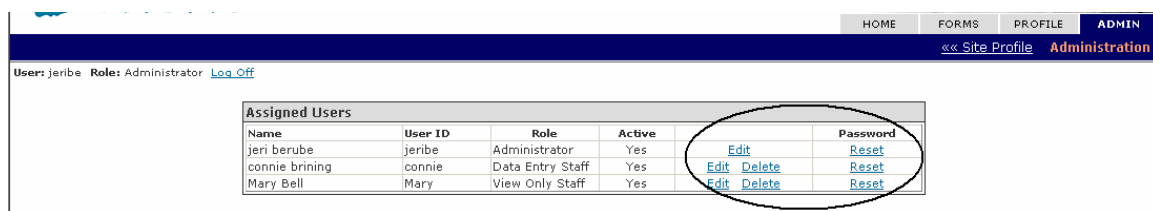
How to edit staff accounts

The Administrator on the account has an additional tab in TurboWaste.Net where they can edit the roles and activities of other users.

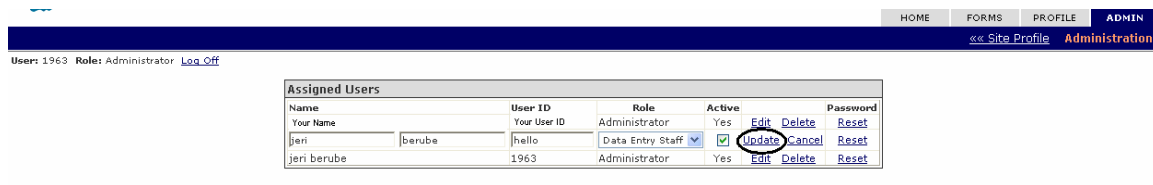
Click on the ADMIN tab at the top of the **Site Profile** Screen.



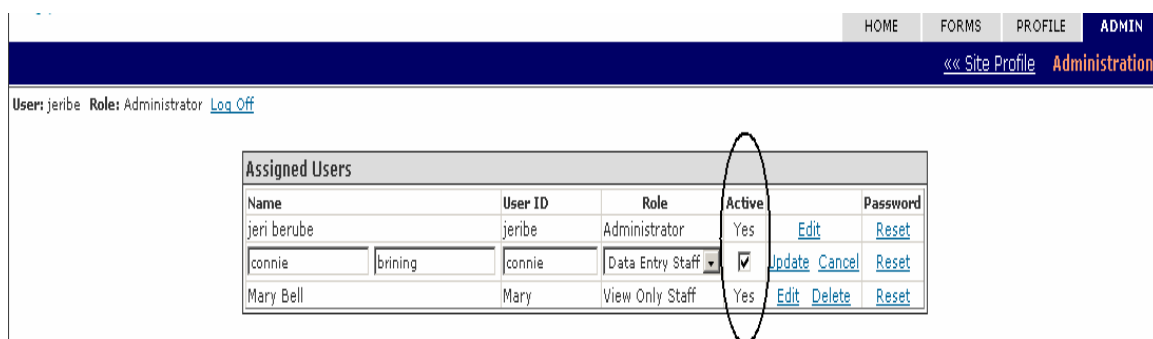
Select an Edit hyperlink to update the role of a user.



Make changes to the user's role or status and click the **Update** hyperlink. For example, you can take the check mark out of the Active box to remove the user's rights.



The **Assigned Users** screen will reset.



You may select the **Reset Password** hyperlink to reset a user's password. A new password is created in the database and an E-mail is sent to the user with their new password.

HOME FORMS PROFILE ADMIN
« Site Profile Administration

User: jeribe Role: Administrator Log Off

Assigned Users					
Name	User ID	Role	Active	Password	
jeri berube	jeribe	Administrator	Yes	Edit	Reset
connie	brining	Data Entry Staff	<input checked="" type="checkbox"/>	Update Cancel	Reset
Mary Bell	Mary	View Only Staff	Yes	Edit Delete	Reset

Note: Messages from TurboWaste.Net may be blocked by your company's SPAM blocking programs.

Add another RCRA Site ID Number to your User Profile (for organizations with more than one RCRA Site ID number).

Sign in to TurboWaste.Net.

If you have the PIN for your additional sites click on the **Add RCRA Site ID** link on the **Home** page.

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TurboWaste.Net

HOME PROFILE
Welcome to TurboWaste.Net

User: jeri Role: User Log Off

Instructions

Welcome to TurboWaste.Net! Please see your list of assigned RCRA Site ID numbers. **Click on the RCRA Site ID to manage Site Identification and Annual Report data.** Use the Home tab to return to this list at any time while logged into the application.

Request PIN: Do you need a PIN for another RCRA Site ID number? If so, click here to request your PIN.

Add RCRA Site ID: Do you have another PIN? If so, click here to assign another RCRA Site ID to your personal TurboWaste.Net account.

Assigned Sites

RCRA Site ID: YYAD123456789

Site: Your Place
2532 Your Place St
Your Town, WA 98800

Role:

Help Support Known Problems

The **PIN Validation** screen will display. Enter the new RCRA Site ID number and PIN. Then click the **Submit** button.

PIN Validation

Instructions

If you have a PIN, please provide your RCRA Site ID number and PIN and click on the Submit button. The application will validate the RCRA Site ID and PIN combination and prompt you to create a user account.

If you do not have a PIN, please click the Cancel button to return to the application sign-in screen and request a PIN.

Legend
* Required fields

PIN Validation

RCRA Site ID: WAD123456789 *

PIN: 5678 *

Submit **Cancel**

[Help](#) [Support](#) [Known Problems](#)

If all the information is valid, the new RCRA Site ID number will be added to the list of sites for the user profile.

Instructions

Welcome to TurboWaste.Net! Please see your list of assigned RCRA Site ID numbers. Click on the RCRA Site ID to manage Site Identification and Annual Report data. Use the Home tab to return to this list at any time while logged into the application.

Request PIN: Do you need a PIN for another RCRA Site ID number? If so, click here to request your PIN.

Add RCRA Site ID: Do you have another PIN? If so, click here to assign another RCRA Site ID to your personal TurboWaste.Net account.

Assigned Sites

RCRA Site ID:	WAD123456789
Site:	MY COMPANY NAME MY COMPANY ADDRESS MY TOWN, WA, MY ZIP
Role:	Data Entry Staff
RCRA Site ID:	WAD00012345 (INACTIVE: 9/26/2009)
Site:	YOUR COMPANY YOUR COMPANY ADDRESS YOUR TOWN, WA, YOUR ZIP
Role:	Administrator
RCRA Site ID:	WAD234567891
Site:	OUR COMPANY OUR ADDRESS OUR TOWN, WA, OUR ZIP
Role:	Administrator
RCRA Site ID:	WAD000123456
Site:	ANY BUSINESS BUSINESS ADDRESS TOWN, WA ZIP
Role:	Administrator

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Click **Cancel** on the **PIN Validation** screen to return to the **Home** page without adding a new site.

Request a Forgotten Password

If you forget your password go to the TurboWaste.Net web site and click on the Enter TurboWaste.Net button.

On the **Welcome to TurboWaste.Net** screen click **Did you forget your Password?**

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TurboWaste.Net

Welcome to TurboWaste.Net

New Users

[Request PIN](#)
Do you already have a RCRA Site ID number? If so, click here to request your PIN.

[Create User Profile](#)
Did you receive your PIN? If so, click here to create your personal TurboWaste.Net user profile.

Existing Users

[Login to TurboWaste.Net](#)

[Did you forget your password?](#)
If so, click here to have your TurboWaste.Net password e-mailed to you.

Forget your User Name?
If so, contact Ecology at 1-800-874-2022 (in state) or 360-407-6170.

[Help](#) [Support](#) [Known Problems](#)

Fill in your E-mail address and click **Submit** to send the E-mail to Ecology.

Note! The E-mail address must be the same E-mail address that you used when you first set up your User Profile.

Password Request

Instructions

If you have a personal TurboWaste.Net account and have forgotten your password, please provide your e-mail address and click on the Submit button. The application will generate a new password and send it to this e-mail address.

If you do not have a personal TurboWaste.Net account, please click the Cancel button to return to the application sign-in screen and create a user account.

Legend
* Required fields

Password Request



Email: *

[Help](#) [Support](#) [Known Problems](#)

TurboWaste.Net will E-mail you the new password.

Note: Messages from TurboWaste.Net maybe blocked by your company's SPAM blocking programs.

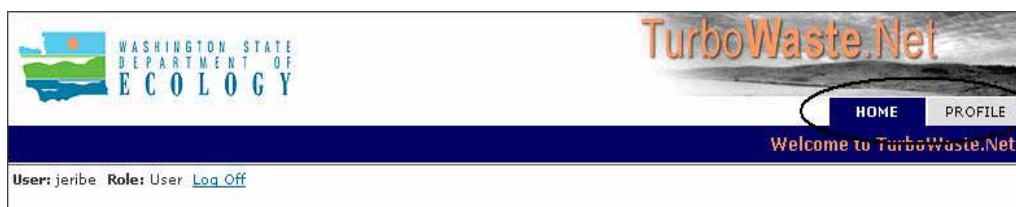
How to Navigate in TurboWaste.Net

Important! Do not use your internet browser's back  or forward buttons  to move through the TurboWaste.Net screens. See the example of a back arrow below:



Back arrows on the internet take you back to an earlier state or condition on the website you are looking at. If you use the back arrow you will reset your form to an earlier version and you are likely to lose data you just entered.

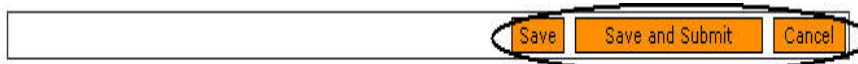
Instead use the tabs at the top of the page,






or the links on a page,



or the buttons to navigate.



Help within TurboWaste.Net:

- General description and basic instructions under  on each screen.
- Click on the  by any field name for help.
- A red asterisk  indicates required information.

Hint - if the text in the TurboWaste.Net screens seems too large or too small to read on your computer monitor, you can easily re-size the display. Ask your technical staff for help or follow the directions on the Help screens in your computer.

Create a New Reporting Year

Sign into TurboWaste.Net



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TurboWaste.Net

Welcome to TurboWaste.Net

Sign In

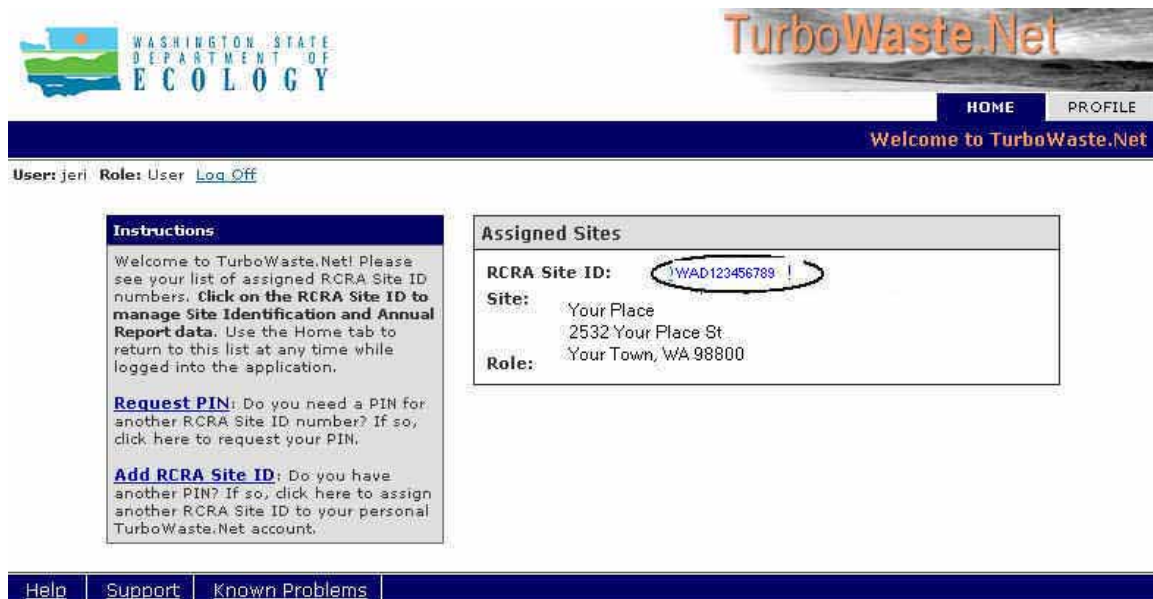
User Name: YOUR USER NAME

Password: YOUR PASSWORD

Submit

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Click on your Site ID Number on the Home page



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TurboWaste.Net

Welcome to TurboWaste.Net

HOME PROFILE

User: jeri Role: User [Log Off](#)

Instructions

Welcome to TurboWaste.Net! Please see your list of assigned RCRA Site ID numbers. **Click on the RCRA Site ID to manage Site Identification and Annual Report data.** Use the Home tab to return to this list at any time while logged into the application.

Request PIN: Do you need a PIN for another RCRA Site ID number? If so, click here to request your PIN.

Add RCRA Site ID: Do you have another PIN? If so, click here to assign another RCRA Site ID to your personal TurboWaste.Net account.

Assigned Sites

RCRA Site ID:	1WAD123456789
Site:	Your Place 2532 Your Place St
Role:	Your Town, WA 98800

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Click on **Create New Annual Report** in the Start a New Report box.

Site Profile

User: JBER461 **Role:** Annual Report Staff **Environment:** Test

RCRA Site ID: WAD0 00000000 Facility/Site ID: 1234567	YOUR COMPANY YOUR ADDRESS YOUR TOWN, STATE, ZIP
--	---

Start a New Report

[Create New Annual Report](#)

**Work In Progress
(Unsubmitted Data)**

All records for this site have been submitted.

Current Site Information [Update Site Information](#)

Location Info
 2300 E 1ST ST STE B
 VANCOUVER, WA 98661
 CLARK

Tax Registration: 601308850
 NAICS Code: 33711
 Business Type: Cabinet Manufacturer

Mailing Address
 A & J Custom Cabinets Inc
 2300 E 1ST ST STE B
 VANCOUVER, WA 98661 3300

On the Create Annual Report Screen enter the Year in the field provided.

Create Annual Report

User: jeribe **Role:** Administrator [Log Off](#)

RCRA Site ID: WAD123456789 Facility/Site ID: 0000000	Your Place 2532 Your Place St Your Town, WA 98800
---	---

Create Annual Report

Reporting Year:

☐ Site ID Only - No Waste Data
☒ Waste Data - Enter myself
☐ Waste Data - Copy
☐ Waste Data - Import

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Select one of the reporting methods.

All generators are required to submit a Site ID Form as part of their Annual Report.

If you are an XQG or SQG, the Site ID Form is the only part of the report you are required to submit. This form verifies your site information such as contact names, address and generator status.

All MQG and LQG's are required to submit information about the waste they generate each year. Select one of the Waste Data options on the screen.

Waste Data – Enter Myself: If you choose Waste Data – Enter Myself your annual report will open with empty forms for you to fill out. The only form that will have any data in it will be your Site ID Form which will have the most current information on file with Ecology in it.

Waste Data – Copy: If you choose Waste Data – Copy the information from the GM and OI forms for the year you chose will be imported into your annual report for you to use. Keep in mind that no data will be moved into the Site ID form and that no waste amounts will be moved into the GM forms. The Site ID form will contain the most current information on file with Ecology. You must complete a Site ID form for the reporting year and enter your waste amounts in the GM forms. You should also review the copied forms to make sure that they have the correct codes and information in them. Delete any unused GM or OI forms before validating your report.

Waste Data – Import: If you choose Waste Data – Import you will be able to import data from your company's data system into TurboWaste.Net. Please see the Import directions (pg 36) for assistance importing your files.

Click the **Continue** button after making your selection.

The screenshot shows the 'Create Annual Report' form in the TurboWaste.Net application. At the top, there are navigation tabs: HOME, FORMS, PROFILE, and ADMIN. Below these, a user status bar shows 'User: jeribe Role: Administrator' with a 'Log Off' link. The main form area has a header 'Create Annual Report' and a 'Reporting Year' dropdown set to '2004'. Below this, there are four radio button options: 'Site ID Only - No Waste Data', 'Waste Data - Enter myself' (which is selected), 'Waste Data - Copy' (with a dropdown set to '1996'), and 'Waste Data - Import'. At the bottom right of the form, there are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is circled in red. The footer of the application contains links for 'Help', 'Support', and 'Known Problems'.

Site ID Only option: a Site ID, form with the most current information on file with Ecology, will open for you to update.

Enter Myself or Copy Waste options: the Annual Reports Checklist will open. From here you can complete your Site ID form, fill out your other forms, import and export data, validate your data and submit your annual report to Ecology.

Import Waste option: the Import waste screen will open and assist you in importing your waste data from your company's data system.

The screenshot shows the '2005 Annual Report Checklist' form in the TurboWaste.Net application. At the top, there are navigation tabs: HOME, FORMS, PROFILE, and ADMIN. Below these, a user status bar shows 'User: jeribe Role: Administrator' with a 'Log Off' link. The main form area has a header '2005 Annual Report Checklist' and a 'Reporting Year' dropdown set to '2004'. Below this, there are four radio button options: 'Site ID Only - No Waste Data', 'Waste Data - Enter myself' (which is selected), 'Waste Data - Copy' (with a dropdown set to '1996'), and 'Waste Data - Import'. At the bottom right of the form, there are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is circled in red. The footer of the application contains links for 'Help', 'Support', and 'Known Problems'.

Ecology suggests you begin your report by filling out your Site ID Form first.

Complete the Site ID Form

Open the Site ID Form from the **Create Annual Report** box or the **Annual Report Checklist** box.

The screenshot shows a web application interface for the 2005 Annual Report Checklist. At the top, there are navigation links: HOME, EURNEL, PROFILE, ADMIN. Below these are links for Site Profile and Annual Report Checklist. The user is logged in as User: 1962, Role: Administrator, with a Logout link. The main content area is titled "2005 Annual Report Checklist" and includes a progress bar with five steps: 1. Enter Data, 2. Validation, 3. Review, 4. Submit, and 5. Confirmation. The "You Are Here" indicator points to Step 1. Step 1 is titled "Enter Your Annual Report Data" and contains several links: "Complete Site ID Form" (which is circled), "Enter OI Data", "Enter GH Data", and "Enter WR Data". Each link has a brief description of what data it requires. To the right of the checklist, there are sections for "Annual Report Options" with a "Print Annual Report" link, and "Data Import/Export" with "Import Data" and "Export Data" links, and a "Copy Data from a Previous Year" button. The bottom of the page has a footer with links for Help, Support, Known Problems, and User Guide.

A Site ID form will open for you to update. The form is checked **“As a component of the 2005 Dangerous Waste Annual Report”** and the effective date will be filled in for you. You will be able to mark **“Revised”** or **“Withdraw”** if you also want to file an updated Notification of Dangerous Waste Activity while submitting your Dangerous Waste Annual Report.

Site ID Form

User: ierba Role: ADMINISTRATOR

RCRA Site ID: WAD 123456789
Facility/Site ID: 12345678

YOUR COMPANY
1234 YOUR STREET
YOUR CITY, WA 98008

1. Reason for Submittal ?

☐ To provide New Notification of Regulated Waste Activity
☐ To provide **Revised** Site Identification Information
☐ To **Withdraw** Site Identification Number
☐ To Reactivate Site Identification Number
☐ To Amend/Withdraw Site Identification Number
☒ As a component of the Dangerous Waste Annual Report

Effective Date: 12/31/2005 (mm/dd/yyyy)
Reporting Year: 2005 (yyyy)

2. RCRA Site ID Number: WAD988500310 ?

3. Site Location Information ?

Company Name: YOUR COMPANY NAME * Latitude: 12.12121 *

Site Address: YOUR STREET ADDRESS * Longitude: 121.1212 *

The form, except for Section 10, is filled out for you with data from your most recent annual report or notification submittal.

Review all areas of the Site ID Form for corrections, changes or additions. Please make any necessary changes to the information.

Section 3 - Click on the **Find NAICS Code** button to be transferred to the US Census Bureau's website to find NAICS code information.

Section 10 - Check a **Generator Status** and **Frequency of Generation** for the reporting year in Section 10. The following example shows how Section 10 would be filled out by a Large Quantity Generator with monthly waste generation.

10. Type of Regulated Waste Activity

A. Hazardous Waste Activities

1. Generator of Hazardous Waste * ?

- ☒ a. LQG: Large Quantity Generator
(Greater than 2,200 lbs/mo)
- ☐ b. MQG: Medium Quantity Generator
(Between 220 - 2,200 lbs/mo)
- ☐ c. SQG: Small Quantity Generator
(Less than 220 lbs/mo)
- ☐ d. XQG: No Regulated Waste Generated

2. Frequency of Generation ?

- ☒ a. Monthly
- ☐ b. Batch
- ☐ c. One-time Only

Click **Save** at the bottom of the Site ID Form and the system will return you to the Annual Report Checklist. Click **Cancel** to close the form without saving.

If you are an MQG or LQG proceed to How to Complete the OI (Off-Site Identification) Form

If you are an XQG or SQG that wishes to use the other forms to track your waste, proceed to How to Complete the OI (Off-Site Identification) Form.

If you are an XQG or SQG that wishes to only file the required Annual Reports Forms, proceed to Validating Data.

How to Complete an OI Form

The Off-site Identification or OI Form is filled out by generators and receivers of regulated amounts of dangerous waste - in other words, Medium and Large Quantity Generators and Treatment, Storage, Disposal or Recycling Facilities.

It is recommended that you start your OI form first before completing GM and WR forms. By doing so, the information on your off-site facilities will be available for you in pull down boxes on the GM and WR forms.

Start at the **Annual Report Checklist** screen.

Click the **Manage OI Data** link.

Next click on **Add** on the OI screen

TurboWaste.Net User Guide
Dangerous Waste Annual Reporting

A blank OI Search form will open.

Reporting Year: 2008

Instructions

Please enter one or more criteria into the search form. Each search criteria except State is built for starts-with searching. For example, if you search for Site Address using "Olympia", the database will return any records that start with "Olympia" in the address.

To perform an all inclusive search, please enter a % before the search criteria. For example, if you search for Site Address using "%Olympia", the database will return any records that contain "Olympia" within the address.

OI Facility Search

Site ID Number

Name

Site Address

City

State

Zip Code

Enter the RCRA ID number of a facility that accepts transports or sends you regulated dangerous waste. *For example, the Chemical Waste Management facility in Arlington, Oregon has the RCRA Site ID number of ORD089452353.* If the ID number is in the national database, the remaining sections of the form are automatically completed.

If you do not know the RCRA ID number, enter in the name and/or address of the facility.

Click the **Search** button for a list of facilities that meet your selection criteria.

Reporting Year: 2008

Instructions

Please enter one or more criteria into the search form. Each search criteria except State is built for starts-with searching. For example, if you search for Site Address using "Olympia", the database will return any records that start with "Olympia" in the address.

To perform an all inclusive search, please enter a % before the search criteria. For example, if you search for Site Address using "%Olympia", the database will return any records that contain "Olympia" within the address.

OI Facility Search

Site ID Number

Name

Site Address

City

State

Zip Code

The OI facilities form will open.

Reporting Year: 2008

OI Facilities

Matching Records: 1

Please click on the RCRA Site ID Number to select the OI facility.

RCRA Site ID ▲▼	Site Name ▲▼	Site Address
WAD00000000	ANY COMPANY	1234 Anyplace St SW No Place, Wa 99901

Click on the RCRA Site ID number to open the OI form.

RCRA Site ID: WAR00000 0000 Asbestos Abatement Inc
Facility/Site ID:

Reporting Year: 2008

OI Facility

Site ID Number WAD000 00000 *

Name ANY COMPANY *

Site Address 1234 ANYPLACE ST SW *

City NO PLACE *

State Washington *

Zip Code 98108 *

Country UNITED STATES *

Comments

Handler Type ☐ Generator ☐ Transporter ☒ TSDR ☐ Special Waste

Save Save and Validate Cancel

Check the Handler Type(s) on the screen that show what the facility does with your waste.

- Generators are companies that send their dangerous waste to your company.
- Transporters haul your dangerous waste on public roads, waterways or rail lines.
- TSDR Facilities are the Treatment, Storage, Disposal and Recycling Facilities that accept your dangerous waste.
- Special Waste facilities accept Washington State only Special Waste.

RCRA Site ID: WAR00000 0000 Asbestos Abatement Inc
Facility/Site ID:

Reporting Year: 2008

OI Facility

Site ID Number WAD000 00000 *

Name ANY COMPANY *

Site Address 1234 ANYPLACE ST SW *

City NO PLACE *

State Washington *

Zip Code 98108 *

Country UNITED STATES *

Comments

Handler Type ☐ Generator ☐ Transporter ☒ TSDR ☐ Special Waste

Save Save and Validate Cancel

Click **Save** to keep the OI record if you want to validate it later.

Click **Save and Validate** if you want to verify the RCRA Site ID number is correct before you proceed. Ecology recommends that you validate each RCRA Site ID number as you enter it. It is much easier to fix one incorrect RCRA Site ID number on the OI Form than to fix it in many places on your GM or WR Forms. **Please note that you will receive the following warning message when you Save and Validate if you have not completed any GMs using the RCRA Site ID number**

Validation Results		
If only Warnings are listed below, and you do not plan on correcting them, please select the Save option below. When you Validate your Annual Report, select the 'Suppress Warnings' option and you will not be reminded of these Warning items.		
Rule Name	Description	Type
Unused off-site facility RCRA Site ID number	The RCRA Site ID Number listed as a "Generator", "TSDR", or "Special Waste" Handler Type is not used on your GM and/or WR Forms. Please either enter the waste shipments sent to or received from this facility, or delete the OI RCRA Site ID Number if it was not used during the reporting year. (Rule ID: 20)	W
Error Types: E-Error, W-Warning		

This does not need to be corrected at this time. Please click **SAVE**.

Click **Cancel** if you do not want to keep the OI record for that facility.

You will be returned to the **OI Forms** screen. From here you may add another OI or return to the **Annual Report Checklist** to continue your report.

RCRA Site ID: WAD 12456789
Facility/Site ID: 1234567
Reporting Year: 2004
Find an OI Facility: [Find]
Return to Annual Report Checklist [Return]

RCRA Site ID	Name/Site Address	Generator	Transporter	TSDR	Special Waste
WAD123456789	YOUR WASTE HANDLER HANDLER ADDRESS CITY, STATE, ZIP	No	No	Yes	No

How to Complete a GM Form

All LQG and MQG generators must submit information about the waste they generate each year. This information is submitted on the GM form. One GM form is submitted for each hazardous waste stream that is generated during the reporting year.

To begin, click on the **Manage GM Data** link in **Annual Report Checklist**.

Next, click on the **Add** button.

You will see a blank GM Form.

RCRA Site ID: WAH 123456789 Facility/Site ID: 12345678	YOUR COMPANY 1234 YOUR ST YOUR TOWN, WA 98008
Reporting Year: 2009	
<div style="display: flex; justify-content: space-between; align-items: center;"> GM Form (simple version) Switch to Expert Version </div>	
<div style="background-color: #000080; color: white; padding: 2px;">A. Description of Dangerous Waste Stream</div> <p>Sequence Number: 1</p> <p>A-1. ? What is your profile code? (Optional)</p> <div style="border: 1px solid #ccc; height: 15px; margin-bottom: 5px;"></div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="background-color: orange; color: black; padding: 2px 5px; border: 1px solid black; margin-right: 5px;">Select Waste Stream</div> <div>Copy a waste stream from a previous reporting year</div> </div> <p>A-2. ? Enter a description of the waste stream.</p> <div style="border: 1px solid #ccc; height: 15px; margin-bottom: 5px;"></div> <p>A-3. ? Which EPA hazardous waste codes are associated with this waste stream?</p> <div style="border: 1px solid #ccc; height: 15px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 15px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 15px;"></div>	

A-1 The profile code is optional. It is provided for internal tracking codes if your company uses them.

There are two different views of the GM data entry screens. The following example uses the "simple version" which has descriptions and drop down lists on the fields. Clicking on the **Switch to Expert Version** button will change to a screen designed for rapid data entry. The Expert form does not have labels or drop down lists.

You can either start data entry on the blank form or click on the **Select Waste Stream** button on the GM Form (Only available in the Simple Version of this form) to copy the waste stream information from a previous years Annual Report.

RCRA Site ID: WAH 123456789 Facility/Site ID: 12345678	YOUR COMPANY 1234 YOUR ST YOUR TOWN, WA 98008
Reporting Year: 2009	
<div style="display: flex; justify-content: space-between; align-items: center;"> GM Form (simple version) Switch to Expert Version </div>	
<div style="background-color: #000080; color: white; padding: 2px;">A. Description of Dangerous Waste Stream</div> <p>Sequence Number: 1</p> <p>A-1. ? What is your profile code? (Optional)</p> <div style="border: 1px solid #ccc; height: 15px; margin-bottom: 5px;"></div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="background-color: orange; color: black; padding: 2px 5px; border: 1px solid black; margin-right: 5px;">Select Waste Stream</div> <div>Copy a waste stream from a previous reporting year</div> </div> <p>A-2. ? Enter a description of the waste stream.</p> <div style="border: 1px solid #ccc; height: 15px; margin-bottom: 5px;"></div> <p>A-3. ? Which EPA hazardous waste codes are associated with this waste stream?</p> <div style="border: 1px solid #ccc; height: 15px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 15px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; height: 15px;"></div>	

In this example the generator has clicked on the **Select Waste Stream** button and then clicked again on Waste Sequence 1 from their 2004 Annual Report.

RCRA Site ID: WAR 123456789 Facility/Site ID: 12345678	YOUR COMPANY 1234 YOUR STREET YOUR TOWN, WA 98008
---	---

Find Sequence Number: Find

Waste Stream History

Select a Reporting Year: 2006 ▼

Sequence	Profile Code	Waste Description
1		toxic stuff

Main Form

GM Waste Sequence 1 from the previous year will be copied into Waste Sequence 1 on the 2005 GM Form. Note that waste shipment information such as quantities and manifest numbers do not copy.

Check all data and make the necessary changes and scroll to Section B-4. If you are a LQG you may scroll to B-5 and use the **Calculate** button in B-4 after entering your shipments.

B-4. ?
 You have entered 0 off-site management summary records. Please click the Manage Offsite Summary Records button to add, edit, or delete off-site management data. You can also use the Calculate button to compute the off-site management summary records based on the shipments sent off-site entered in section B-5.

Calculate
Manage Offsite Summary Records

Enter the required information. Click on the red at the right side of the line if you have made an error in B-4 or B-5 and want to delete the entire line.

Click the **Main Form** button to return to the **GM form**.

GM Form (simple version)

B-4. Please provide the following information for each offsite management record. ?

Page 1 of 1 (0 Records)

Add Designated Facility
Add designated facility (OI Form)

i. Designated Facility (TSDR)	ii. Management Code	iii. Quantity	iv. Recycling Percent	
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖
<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #000; height: 20px; width: 100%;"></div> %	✖

<<
>>

>
>>

Main Form

Click **Save**, at the bottom of the form, to keep the GM record if you want to validate it when you have completed your report.

Click **Save and Validate**, at the bottom of the form, if you want to verify the individual GM is correct before you proceed. Ecology recommends that you validate each GM as you enter it. It is much easier to fix one incorrect GM than several at the same time. You may choose to Validate your GMs when you have completed your report by clicking **Save**.



A horizontal bar containing three orange buttons: "Save", "Save and Validate", and "Cancel".

When you have clicked the **Save and Validate** button the Validation Report Results Screen will open. If there are errors and/or warnings on your report correct all the errors. Warnings should be reviewed to insure that there hasn't been an error made. Warnings do not have to be corrected. Please follow the directions on the Validation Report Results Screen to continue your report. To correct the errors click on the [blue link](#) located in the error message. This will take you back into the GM form so that you can correct the error. Click on the **Save** button again. You will return to the **GM Waste Stream Screen**.



The screenshot shows the "Validation Report Results" screen. At the top, there are navigation tabs: HOME, FORMS, PROFILE, and ADMIN. Below these is a breadcrumb trail: « Annual Report Checklist > Validation Report Results. The user information at the top left reads: User: jeribe, Role: Administrator, Log Off. The main content area has a title "Validation Report Results" and a sub-header "Results: 2" with a "Sort by Form" button. A legend indicates that "E" stands for "Data error" and "W" stands for "Warning". There are two items listed: 1. An error (E) for "Rule: 127 - Missing company name (Rule ID: 127)". The facility is "YOUR COMPANY" and the reporting year is "2008". A link "SI - 85652 - Site Identification Form" is provided. 2. A warning (W) for "Rule: 166 - Site ID Form - LQG generator status, but no waste reported". The facility is "YOUR COMPANY" and the reporting year is "2008". A link "AR - Annual Report Data Discrepancy" is provided.

If you have only warnings click on the **Annual Report Checklist** link. If you need to add more GM's click the **Manage GM Data** link again.

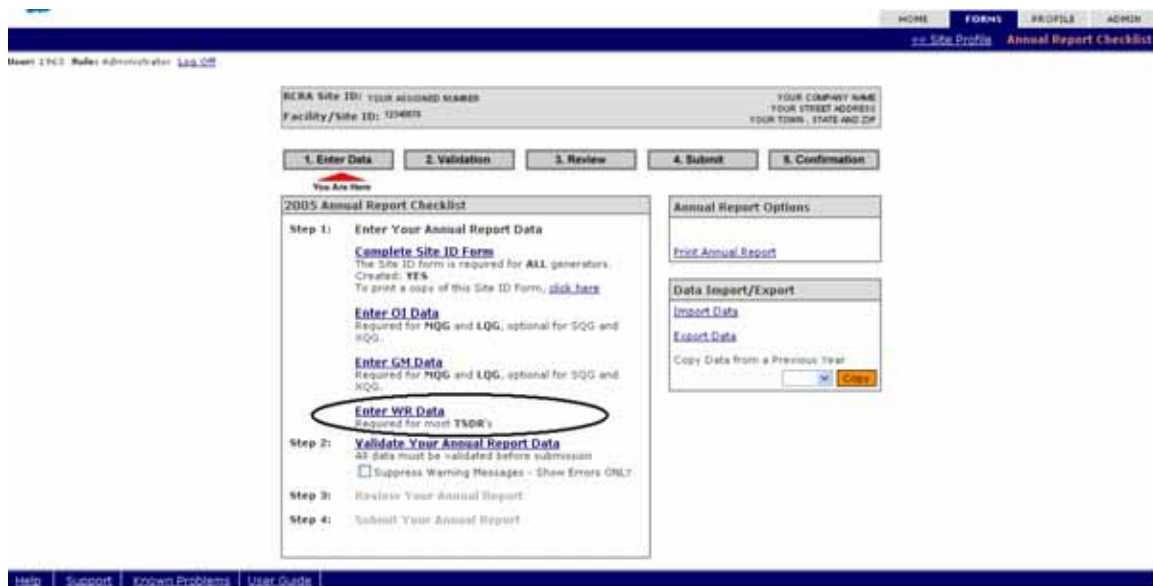
Not Ready to Submit? If you have not completed your annual report you may stop here or continue inputting information. If you are planning to stop the system will save your information to this point.

Ready to Submit your report to Ecology? See Validating and Submitting Data.

How to Complete a WR Form

All facilities that receive hazardous waste from off-site for treatment, storage, disposal, and/or recycling must report information about the waste they received on the Waste Received (WR) form. One WR form is submitted for each hazardous waste stream received during the reporting year.

To begin, click on the **Manage WR Data** link in **Annual Report Checklist**.



Next, click on the **Add** button.



You will see a blank WR Form.

WR Form (simple version)	Switch to Expert Version
A. Description of Dangerous Waste Stream	
Sequence Number: 1	
1. ?	What is the profile code? (Optional) <input style="width: 150px;" type="text"/> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="background-color: orange; color: black; padding: 2px 10px; border: 1px solid black; margin-right: 10px;">Select Waste Stream</div> <div>Copy a waste stream from a previous reporting year</div> </div>
2. ?	Enter a description of the waste stream. <input style="width: 250px;" type="text"/>
3. ?	Which EPA hazardous waste codes are associated with this waste stream? <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px;"></div>
4. ?	Which Washington State-only dangerous waste codes are associated with this waste stream? <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px;"></div>
5. ?	What is the designation of this waste stream? <input type="radio"/> EHW <input type="radio"/> DW

1. The profile code is optional. It is provided for internal tracking codes if your company uses them.

There are two different views of the WR data entry screens. The following example uses the "simple version" which has descriptions and drop down lists on the fields. Clicking on the **Switch to Expert Version** button will change to a screen designed for rapid data entry. The Expert form does not have labels or drop down lists.

You can either start data entry on the blank form or click on the **Select Waste Stream** button (Only available in the Simple Version of this form) to copy any "Description of Dangerous Waste Stream" from a previous years Annual Report.

WR Form (simple version)
Switch to Expert Version

A. Description of Dangerous Waste Stream

Sequence Number: 1

1. ? What is the profile code? (Optional)

Select Waste Stream

Copy a waste stream from a previous reporting year
2. ? Enter a description of the waste stream.
3. ? Which EPA hazardous waste codes are associated with this waste stream?
4. ? Which Washington State-only dangerous waste codes are associated with this waste stream?
5. ? What is the designation of this waste stream?
☐ EHW ☐ DW

In this example the person filling out the WR form has clicked on the **Select Waste Stream** button, then clicked again on Waste Sequence 3, "Lacquer Thinner and Paint Pigment Residues", from an earlier Annual Report.

Find Sequence Number: Find

Sequence	Profile Code	Waste Description
<u>1</u>		WASTE COMBUSTIBLE LIQUID INCLUDING KEROSENE AND DIESEL.
<u>2</u>		WASTE COMBUSTIBLE SOLVENTS.
<u>3</u>		LACQUER THINNER AND PAINT PIGMENT RESIDUES.

WR Waste Sequence 3 from the previous year will be copied into Waste Sequence 1 on the new WR Form.

Check all data and make the necessary changes and scroll to Section 9.

WR Form (simple version)

Find Manifest Number:


9. Please provide the following information for each shipment received from off-site.

Page 1 of 1 (0 Records)

Add Sending Facility

Add sending facility (OI Form)

i. Date Received (mm/dd/yyyy)	ii. Manifest Document Number	iii. Internal Tracking Code	iv. Sending Facility	v. Quantity Received	vi. Management Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="button" value="Previous"/> <input type="button" value="Next"/>						<input type="button" value="Main Form"/>

Enter the required information. Click on the  at the right side of the line if you have made an error in Section 9 and want to delete the entire line.

Click on the **Main Page** button to return to the **WR Waste Stream**.

WR Form (simple version)

Find Manifest Number:

9. Please provide the following information for each shipment received from off-site. ?

Page 1 of 1 (0 Records)

Add Sending Facility Add sending facility (OI Form)

i. Date Received (mm/dd/yyyy)	ii. Manifest Document Number	iii. Internal Tracking Code	iv. Sending Facility	v. Quantity Received	vi. Management Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

Main Form

Click **Save** to keep the WR record if you want to validate it when you have completed your report.

Click **Save and Validate** if you want to verify the individual WR is correct before you proceed. Ecology recommends that you validate each WR as you enter it. It is much easier to fix one incorrect WR than several at the same time. You may choose to Validate your WR forms when you have completed your report by clicking **Save**.

When you have clicked the **Save and Validate** button the **Validation Report Results** screen will open. If there are errors and/or warnings on your report correct all the errors. Warnings should be reviewed to insure that there hasn't been an error made. Warnings do not have to be corrected. Please follow the directions on the **Validation Report Results** screen to continue your report. To correct the errors click on the [blue link](#) located in the error message. This will take you back into the WR form so that you can correct the error. Click on the **Save** button again. You will return to the **WR Waste Stream** screen.

[HOME](#) **[FORMS](#)** [PROFILE](#) [ADMIN](#)

[«« Annual Report Checklist](#) **[Validation Report Results](#)**

User: jeribe Role: Administrator [Log Off](#)

Validation Report Results	
Results: 2	Sort by Form
Legend: E Data error W Warning	
<div style="display: flex; align-items: center;"> <div style="background-color: red; color: white; padding: 2px 5px; margin-right: 5px;">E</div> <div> Rule: 127 - Missing company name Missing company name (Rule ID: 127) </div> </div> <div style="margin-top: 5px;"> Facility: YOUR COMPANY - WAD123456789 Reporting Year: 2008 <div style="border: 1px solid blue; border-radius: 10px; padding: 2px; display: inline-block;">SI - 85652 - Site Identification Form</div> </div>	
<div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; padding: 2px 5px; margin-right: 5px;">W</div> <div> Rule: 166 - Site ID Form - LQG generator status, but no waste reported GM forms have not been filled out for the reporting year. Large Quantity Generator is checked in Box 10 A-1 on the Site ID Form. Large Quantity Generators are required to fill out a GM form for each regulated waste stream. Section B-5, Waste Shipment information is also required for Large Quantity Generators. If regulated amounts of waste were generated but were not shipped off-site during the reporting year, you must check the 'XQG - No Regulated Waste Generated' box on the Site ID Form and note in the Comment Section that your were a LQG without waste shipments. If regulated amounts of waste were generated but remained in accumulation and were not shipped off-site or placed into on-site management you may disregard this message. (Rule ID: 166) </div> </div> <div style="margin-top: 5px;"> Facility: YOUR COMPANY - WAD123456789 Reporting Year: 2008 AR - Annual Report Data Discrepancy </div>	

If you have only warnings click on the **Annual Report Checklist** link. If you need to add more WR forms click the **Manage WR Data** link again.

Not Ready to Submit? If you have not completed your annual report you may stop here or continue inputting information. If you are planning to stop the system will save your information to this point.

Ready to Submit? See **Validating and Submitting Data**.

How to Import Data Files

If you have your own system for tracking hazardous waste data, you can save data entry time by importing your data into TurboWaste.Net. To do this, you must prepare your data in text files according to the Flat File Import Specifications. Please see the Flat File Import Specifications at <http://www.ecy.wa.gov/programs/hwtr/waste-report/turbowastedotnet/FileConverter/fileconversionutility.htm> You need to verify that your data meets the specifications before you continue.

Note! The Site ID Form data cannot be imported. This data must be directly entered into TurboWaste.Net.

To begin the Import process you must first create a new annual reporting year.

On the **Site Profile** screen, click on Create **New Annual Report** in the Start a New Report box. It is located in the top right portion of the page.

Click on the **Waste Data - Import** link and enter a reporting Year. Click on the **Continue** button.

HOME FORMS PROFILE ADMIN

Create Annual Report

Users: jeribe Role: Administrator Log Off

RCRA SITE ID: WAD123456789
FACILITY/SITE ID: 00000000

YOUR COMPANY
1234 YOUR PLACE
YOUR TOWN, WA 98001

Create Annual Report

Reporting Year: 2004

☐ Site ID Only - No Waste Data
☐ Waste Data - Enter myself
☐ Waste Data - Copy 1996
☒ Waste Data - Import

Continue Cancel

Help Support Known Problems

The Importing files page will open.

HOME FORMS PROFILE ADMIN

[Annual Report Checklist](#) [Import Files](#)

Users:jeribe Role: Administrator [Log Off](#)

ECRA SITE ID: WAD123456789
FACILITY SITE ID: 000000000

YOUR COMPANY
1234 YOUR PLACE
YOUR TOWN, WA 99001

Reporting Year: 2004

Instructions

Please click the browse buttons to select each import file from your computer. It is important to verify that each import file is built according to the published Department of Ecology [File Import Specifications](#). Data that is in an incorrect format will not be loaded into the TurboWaste.Net database.

Click the import button to temporarily load annual report data. The application will display metrics for the number of records being imported. If the metrics are correct, click the Save Imported Records button to load annual report data into the database. The application will return you to the Reporting Forms Log screen after the data is loaded. Please run the validation report to ensure that all business rules are met in the imported data.

Please remember to submit your data to Ecology after it is imported into TurboWaste.Net and has been validated.

GM Waste Streams

GM Primary

Offsite Management

Shipments Sent

WR Waste Streams

WR Primary

Shipments Received

OI Facilities

OI Primary

[Help](#) [Support](#) [Known Problems](#)

Use the **Browse** button to find the files on your computer. Special Note: **The importing process is a complete file replacement** and does not append or add records. You can manually add, delete and/or change data once it has been imported.

If you want to import GM files you must import all three GM files. Similarly, if you are importing WR data you must import both WR files.

When ready, click the **Import** button.

If your import is successful, you will get a message giving you details on the data. Click **OK** to save your imported data. Note that any previously stored data for this reporting year will be overwritten.

Microsoft Internet Explorer

?

Saving imported data to the database will overwrite all existing data for the reporting year. Are you sure you want to save this data to the database?

OK Cancel

It's a good idea to check your imported data to insure amounts and codes are correct. Next step is to validate your data. Please see Validating Data.

Validating and Submitting Data

You may validate your un-submitted data at any time.

To begin, go to the **Annual Report Checklist** screen and click the **Validate Data** link.

The validation process will begin. After a brief time, the **Validation Report Results** screen will open. Any errors and/or warnings found will be displayed.

You need to correct all errors and review all warnings to insure that there hasn't been an error made (warnings do not have to be corrected).

To correct the errors, click on the blue link located at the end of the error message. This will take you back into the form so that you can correct the error. Click the **Save** button on the corrected form to be returned to the **Annual Report Checklist**. Click **Validate Data** again to repeat the process. Continue until all errors have been corrected.

Validation Report Results	
Results: 2	Sort by Form
Legend: E Data error W Warning	
E	Rule: 127 - Missing company name Missing company name (Rule ID: 127) Facility: YOUR COMPANY WAD123456789 Reporting Year: 2008 <u>SI - 85652 - Site Identification Form</u>
W	Rule: 166 - Site ID Form - LQG generator status, but no waste reported GM forms have not been filled out for the reporting year. Large Quantity Generator is checked in Box 10 A-1 on the Site ID Form. Large Quantity Generators are required to fill out a GM form for each regulated waste stream. Section B-5, Waste Shipment information is also required for Large Quantity Generators. If regulated amounts of waste were generated but were not shipped off-site during the reporting year, you must check the 'XQG - No Regulated Waste Generated' box on the Site ID Form and note in the Comment Section that your were a LQG without waste shipments. If regulated amounts of waste were generated but remained in accumulation and were not shipped off-site or placed into on-site management you may disregard this message. (Rule ID: 166) Facility: YOUR COMPANY WAD123456789 Reporting Year: 2008 AR - Annual Report Data Discrepancy

Not ready to Submit? STOP HERE if you do not wish to submit your report at this time. You will be able to modify your report by clicking on **Modify my Annual Report Data**.

HOME FORMS PROFILE ADMIN
 « Site Profile Annual Report Checklist

User: 1963 Role: Administrator Log Off

BCRA Site ID: YOUR ASSIGNED NUMBER		YOUR COMPANY NAME	
Facility/Site ID: 104601		YOUR STREET ADDRESS	
		YOUR TOWN, STATE AND ZIP	
<div>1. Enter Data 2. Validation 3. Review 4. Submit 5. Confirmation</div> <div style="text-align: center;">You Are Here</div>			
2005 Annual Report Checklist Step 1: Enter Your Annual Report Data Complete Site ID Form The Site ID form is required for ALL generators. Created: YES To print a copy of this Site ID Form, click here Enter GI Data Required for HQG and LQG, optional for SQG and XQG Enter GM Data Required for HQG and LQG, optional for SQG and XQG Enter WR Data Required for most TSDR's Step 2: Validate Your Annual Report Data All data must be validated before submission <input type="checkbox"/> Suppress Warning Messages - Show Errors Only? Step 3: Review Your Annual Report Step 4: Submit Your Annual Report		Annual Report Options Modify my Annual Report Data Use this option to update your report after you have validated your data. You will have to validate your data again before you can submit your report. Print Annual Report Data Import/Export Import Data Export Data Copy Data from a Previous Year: <input type="text"/> <input type="button" value="Go"/>	

Help Support Known Problems User Guide

Ready to Review your Annual Report? Click
Review Your Annual Report

HOME FORMS PROFILE ADMIN
[Go Site Profile](#) **Annual Report Checklist**

Users: 1963 Role: Administrator [Log Off](#)

RCRA Site ID: YOUR ASSIGNED NUMBER
 Facility/Site ID: 12345678

YOUR COMPANY NAME
 YOUR STREET ADDRESS
 YOUR TOWN, STATE AND ZIP

1. Enter Data 2. Validation 3. Review 4. Submit 5. Confirmation

You Are Here

2005 Annual Report Checklist

Step 1: Enter Your Annual Report Data
 Complete Site ID Form
 The Site ID form is required for ALL generators.
 Created: YES
 To print a copy of this Site ID Form, [click here](#)

Enter OI Data
 Required for HQG and LQG, optional for SQG and XQG.

Enter GH Data
 Required for HQG and LQG, optional for SQG and XQG.

Enter WR Data
 Required for most TSDR's

Step 2: Validate Your Annual Report Data
 All data must be validated before submission
 T T Submit/Cancel/Modify/Show Errors OK?

Step 3: Review Your Annual Report

Step 4: Submit Your Annual Report

Annual Report Options:
Modify my Annual Report Data
 Use this option to update your report after you have validated your data. You will have to validate your data again before you can submit to Ecology.

[Print Annual Report](#)

Data Import/Export:
[Import Data](#)
[Export Data](#)
 Copy Data from a Previous Year:

[Help](#) [Support](#) [Known Problems](#) [User Guide](#)

Your Annual Dangerous Waste Submission Summary Screen will open that summarizes important parts of your report. Review the data on the screen to insure it is correct.

If the data is incorrect press the **Cancel** button to return to the **Annual Report Checklist** to modify your report.

If the Annual Dangerous Waste Submission Report information is correct, click the **OK** button at the top of the screen to send the report to Ecology.

HOME FORMS PROFILE ADMIN
Annual Report Final Review

Users: 1963 Role: Administrator [Log Off](#)

RCRA Site ID: YOUR ASSIGNED NUMBER
 Facility/Site ID: 12345678

YOUR COMPANY NAME
 YOUR STREET ADDRESS
 YOUR TOWN, STATE AND ZIP

Please review the Annual Report overview shown below. If the data appears satisfactory, press the OK button to return to finalize your data. If you see anything incorrect, please press the Cancel button to return to the Annual Report Checklist.

Reporting Year: 2005

[Print Submission Summary](#)

Annual Report Final Review

Regulatory Status Summary

<input checked="" type="checkbox"/> Exempt Generator	<input type="checkbox"/> Importer of Hazardous Waste
<input type="checkbox"/> Transporter of Hazardous Waste	<input type="checkbox"/> Operated as a permitted TSDR Facility
<input type="checkbox"/> On-Site Waste Recycler	<input type="checkbox"/> Recycled waste from other businesses within a 24-hour period
<input type="checkbox"/> Operated as a Transfer Facility	<input type="checkbox"/> Conducted Dangerous Waste Fuel Activity
<input type="checkbox"/> Generated Permit-By-Rule Waste Waters	<input type="checkbox"/> Conducted Universal Waste Activity
<input type="checkbox"/> Treated waste under Treatment-By-Generator guidance	<input type="checkbox"/> Conducted Used Oil Management
<input type="checkbox"/> Generated Mixed Radioactive Waste	

GH Waste Summary Total Waste Generation: 0.00 Pounds

Top Five GH Waste Streams

Seq.	Waste Description	Origin	Pounds On-Site	Pounds Off-Site	Pounds Total
No GH records exist as part of this Annual Report					

WR Waste Summary (for TSDR reporting) Total Waste Received: 0.00 Pounds

Top Five WR Waste Streams

Seq.	Waste Description	Pounds Total
No WR records exist as part of this Annual Report		

[Help](#) [Support](#) [Known Problems](#) [User Guide](#)

You will once again be returned to the Annual Report Checklist.

The screenshot shows a web application interface for the "2005 Annual Report Checklist". At the top, there is a navigation bar with links for "HOME", "FORMS", "PROFILE", and "ADMIN". Below this, a header section displays "BERRA Site ID: YOUR ASSIGNED NUMBER" and "Facility/Site ID: 1048074". To the right, it shows "YOUR COMPANY NAME", "YOUR STREET ADDRESS", and "YOUR TOWN, STATE AND ZIP". A progress bar indicates five steps: "1. Enter Data", "2. Validation", "3. Review", "4. Submit", and "5. Confirmation". The main content area is titled "2005 Annual Report Checklist" and lists four steps: "Step 1: Enter Your Annual Report Data", "Step 2: Validate Your Annual Report Data", "Step 3: Review Your Annual Report", and "Step 4: Submit Your Annual Report". The "Submit Your Annual Report" link is circled in red. To the right of the checklist, there are two sections: "Annual Report Options" with a "Modify my Annual Report Data" link and a "Print Annual Report" link, and "Data Import/Export" with "Import Data" and "Export Data" links. At the bottom of the page, there is a footer with links for "Help", "Support", "Known Problems", and "User Guide".

Ready to Submit Your Annual Report? Please click on the [Submit Your Annual Report](#) link. Once you have submitted your report you will **not** be able to edit again.

A pop-up window will ask you to certify that your report is correct to the best of your knowledge.

The screenshot shows a Microsoft Internet Explorer pop-up window titled "Microsoft Internet Explorer". It contains a certification statement: "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations." Below the statement are two buttons: "OK" and "Cancel".

Click **OK** to send your data and you will be returned to the **Site Profile**. Once you have clicked the **OK** button your report will be submitted and you **will not** be able to make any changes. You will be returned to the annual report checklist one last time. Your confirmation message will be located at the top of the checklist in red lettering.

HOME FORMS PROFILE ADMIN
[Go Site Profile](#) **Annual Report Checklist**

User: 1763 Role: Administrator LSS Off

RCRA Site ID: YOUR ASSIGNED NUMBER
 Facility/Site ID: 12345678

YOUR COMPANY NAME
 YOUR STREET ADDRESS
 YOUR TOWN, STATE AND ZIP

1. Enter Data 2. Validation 3. Review 4. Submit 5. Confirmation

2005 Annual Report Checklist

Your electronic submission to Ecology was successful. Thank you.
 Please note that submission confirmation messages from Ecology may be blocked by some anti-viral software. If you do not receive your confirmation message, please contact your email administrator. [Click here](#) to return to your Site Profile.

Step 1: Enter Your Annual Report Data
 Complete Site ID Form
 The Site ID form is required for ALL generators.
 Created: YES
 To print a copy of this Site ID Form, [click here](#).

Enter OI Data
 Required for HQG and LQG, optional for SQG and XQG.

Enter CM Data
 Required for HQG and LQG, optional for SQG and XQG.

Enter WR Data
 Required for most TSDR's

Step 2: Validate Your Annual Report Data
 All data must be validated before submission.
☐ Suppress Warning Messages - Show Errors
 OK Cancel

Step 3: Review Your Annual Report

Step 4: Submit Your Annual Report

Annual Report Options
 Modify my Annual Report Data
 Use this option to update your report after you have validated your data. You will have to validate your data again before you can submit to Ecology.

[Print Annual Report](#)

Data Import/Export
 Import Data
 Export Data
 Copy Data from a Previous Year

Help Support Known Problems User Guide

Click on **Log Off** to exit from TurboWaste.Net or print your report by clicking the [Print Annual Report](#) link located in the Annual Report Options box on the Annual Report Checklist.

HOME FORMS PROFILE ADMIN
[Go Site Profile](#) **Annual Report Checklist**

User: 1763 Role: Administrator LSS Off

RCRA Site ID: YOUR ASSIGNED NUMBER
 Facility/Site ID: 12345678

YOUR COMPANY NAME
 YOUR STREET ADDRESS
 YOUR TOWN, STATE AND ZIP

1. Enter Data 2. Validation 3. Review 4. Submit 5. Confirmation

2005 Annual Report Checklist

Your electronic submission to Ecology was successful. Thank you.
 Please note that submission confirmation messages from Ecology may be blocked by some anti-viral software. If you do not receive your confirmation message, please contact your email administrator. [Click here](#) to return to your Site Profile.

Step 1: Enter Your Annual Report Data
 Complete Site ID Form
 The Site ID form is required for ALL generators.
 Created: YES
 To print a copy of this Site ID Form, [click here](#).

Enter OI Data
 Required for HQG and LQG, optional for SQG and XQG.

Enter CM Data
 Required for HQG and LQG, optional for SQG and XQG.

Enter WR Data
 Required for most TSDR's

Step 2: Validate Your Annual Report Data
 All data must be validated before submission.
☐ Suppress Warning Messages - Show Errors
 OK Cancel

Step 3: Review Your Annual Report

Step 4: Submit Your Annual Report

Annual Report Options
 Modify my Annual Report Data
 Use this option to update your report after you have validated your data. You will have to validate your data again before you can submit to Ecology.

[Print Annual Report](#)

Data Import/Export
 Import Data
 Export Data
 Copy Data from a Previous Year

Help Support Known Problems User Guide

Reporting History

The **Reporting History** screen contains links to your site's historical data that has been submitted since 1995. From here you can:


- View and Print submitted data
- Export data files of submitted data (in Flat File format).
- Request Ecology open your data up for amendments (i.e. changes).
- Click on the **View Submitted Data** link on your **Sites Profile** screen.

The screenshot shows the 'Site Profile' page for a user named Administrator. The page is divided into several sections:

- Start a New Report:** A message stating the site is currently inactive and providing instructions on how to reactivate it.
- Work In Progress (Unsubmitted Data):** A message stating that all records for this site have been submitted.
- Other Options:** A section containing two links: [View Submitted Data](#) (which is circled) and [Open Pre-printed Site ID Form](#).
- Current Site Information:** A section containing site details such as Location Info, Tax Registration, NAICS Code, Business Type, Mailing Address, Legal Owner, Land Owner, and Operator Address.

1. This Site ID History section lists the notification and annual reports submitted to Ecology.
 - Entry types, such as “RY2002”, are for annual reports.
 - Entry types, such as “New”, “Revised”, “Withdraw”, are for notifications.
 - Entry types, such as “Revised: RY2003”, are for an annual report that was also marked as a revised notification.
2. The Annual Report History section lists each annual report that was entered for this facility. It also shows the number of GM, WR and OI forms (if any).

3. Click on the blue link to view and/or print the individual forms.

Your Company Name 

HOME FORMS REPORTS MAILOUTS ADMIN

Users: JBER461 Role: Annual Report Staff Environment: Test

RCRA Site ID: WAD123456789 Facility/Site ID: 12345678 YOUR COMPANY YOUR ADDRESS YOUR TOWN, WA, ZIP

Site ID History

Type	Status	Legal Owner	Submitted	Effective	E-Filed
AR: RY2004	SQG	Your Company Name	3/28/2005	12/31/2004	No View Print
AR: RY2003	SQG	Your Company Name	3/22/2004	12/31/2003	Yes View Print
AR: RY2002	MQG	Your Company Name	3/5/2003	12/31/2002	No View Print
AR: RY2001	XQG	Your Company Name	3/4/2002	12/31/2001	No View Print
AR: RY2000	XQG	Your Company Name	4/13/2001	12/31/2000	No View Print
AR: RY1999	SQG	Your Company Name	6/15/2000	12/31/1999	No View Print
AR: RY1998	SQG	Your Company Name	2/18/1999	12/31/1998	No View Print
AR: RY1997	MQG	Your Company Name	1/12/1998	12/31/1997	No View Print
AR: RY1996	MQG	Your Company Name	2/20/1997	12/31/1996	No View Print
AR: RY1995	LQG	Your Company Name	3/1/1996	12/31/1995	No View Print

Annual Report History

Reporting Year: 2004 -Amend -Edit -Delete

Sent: Received: 3/28/2005 Effective: 12/31/2004 Deling. Letter Sent: [Export Files](#)

Submitted: Yes Site ID Form: Yes [Print Annual Report](#)

E-Filed: No

Reply Expected: No [GM Waste Streams](#) (0)

Follow-up Required: No [WR Waste Streams](#) (0)

Verified: No [OI Facilities](#) (0)

Reviewed: No

Potential Planner: No

Comments:

Reporting Year: 2003 -Amend -Edit -Delete

Sent: 12/30/2003 Received: 3/22/2004 Effective: 12/31/2003 Deling. Letter Sent: [Export Files](#)

Submitted: Yes Site ID Form: Yes [Print Annual Report](#)

E-Filed: Yes

Reply Expected: No [GM Waste Streams](#) (1)

Follow-up Required: No [WR Waste Streams](#) (0)

Verified: No [OI Facilities](#) (2)

Reviewed: No

Potential Planner: No

Comments:

1. 2. 3.

Exporting Data

You can download a copy of your GM, WR and OI data at any time in text file format. Site ID Form information is not downloadable.

Exporting Un-Submitted Data: For data that has not yet been submitted to Ecology, start at the **Annual Reporting Check List** screen in TurboWaste.Net.

Click the **Export Data** link.

RCRA Site ID: WAD050966019
Facility/Site ID: 98399687
A & J CUSTOM CABINETS Inc
2300 E 1ST ST STE B
VANCOUVER, WA 98661

1. Enter Data 2. Validation 3. Review 4. Submit 5. Confirmation

You Are Here

2005 Annual Report Checklist

Step 1: Enter Your Annual Report Data

Complete Site ID Form
The Site ID form is required for ALL generators.
Created: N/A

Enter OI Data
Required for HQU and LQG, optional for SQG and VQG.

Enter GM Data
Required for HQU and LQG, optional for SQG and VQG.

Enter WR Data
Required for most TSDRs

Step 2: **Validate Your Annual Report Data**
All data must be validated before submission.
☐ Suppress Warning Messages - Show Errors ONLY

Step 3: Review Your Annual Report

Step 4: Submit Your Annual Report

Annual Report Options:
[Manage Reporting Year](#)
[Print Annual Report](#)

Data Import/Export:
[Import Data](#)
[Export Data](#)
Copy Data from a Previous Year

Help Support Known Problems User Guide

Then click the **Download** button.

RCRA Site ID: WAD050966019
Facility/Site ID: 98399687
A & J CUSTOM CABINETS Inc
2300 E 1ST ST STE B
VANCOUVER, WA 98661

Reporting Year: 2005

Instructions
The system has generated export text files for you to download. Each file is built according to the published Department of Ecology File Import Specifications.
Click the Download button to the left to save the ZIP file to disk. The ZIP file contains all 6 GM, WR, and OI Export files.

Export Files
Please click the button below to download the ZIP file containing your Export Files.

Download

Help Support Known Problems User Guide

Follow the instructions on screen to copy the data files to your computer. Contact Ecology if you need assistance.

Exporting Submitted Data: Start at the **View Reporting History** screen in TurboWaste.Net.

HOME FORMS REPORTS MAILOUTS ADMIN **Site Profile**

User: JBER461 Role: Annual Report Staff Environment: Test

RCRA Site ID: WAD050966019 A & J CUSTOM CABINETS Inc
Facility/Site ID: 98399687 2300 E 1ST ST STE B
VANCOUVER, WA 98661

Start a New Report
[Create New Annual Report](#)

Work In Progress (Unsubmitted Data)
AR: 2005 [Continue](#) [Delete](#)

Other Options
[View Submitted Data](#)
[Manage User Accounts](#)
[Generate PIN Letter](#)
[Open Pre-printed Site ID Form](#)

Current Site Information [Update Site Information](#)

Location Info
2300 E 1ST ST STE B
VANCOUVER, WA 98661
CLARK

Tax Registration: 601308850
NAICS Code: 33711
Business Type: Cabinet Manufacturer

Mailing Address
A & J Custom Cabinets Inc
2300 E 1ST ST STE B
VANCOUVER, WA 98661-7738
UNITED STATES

Legal Owner
A & J Custom Cabinets Inc
Donald E Sullivan
2300 E 1ST ST STE B
VANCOUVER, WA 98661-7738
UNITED STATES
(360)694-4833
Org Type: Private

Land Owner
DEKAS LLC
6901 SE TOPPER DR
VANCOUVER, WA 98684
UNITED STATES

Click the **Export Data** link for the reporting year you are interested in.

HOME FORMS PROFILE **Reporting History**

User: 1963 Role: Data Entry Staff [Log Off](#)

RCRA Site ID: WAD012345678 YOUR COMPANY
Facility/Site ID: 1241 YOUR ADDRESS
YOUR TOWN, WA, ZIP

Site ID History

Type	Status Submitted	Effective	E-Filed
AR: RY2004	SQG 2/9/2005	12/31/2004	Yes View Print
AR: RY2003	SQG 2/13/2004	12/31/2003	No View Print
AR: RY2002	XQG 2/26/2003	12/31/2002	No View Print
AR: RY2001	XQG 2/14/2002	12/31/2001	No View Print
AR: RY2000	XQG 2/16/2001	12/31/2000	No View Print
AR: RY1999	XQG 12/30/1999	12/31/1999	No View Print
AR: RY1998	XQG 12/30/1998	12/31/1998	No View Print
AR: RY1997	XQG 1/8/1998	12/31/1997	No View Print
AR: RY1996	SQG 3/3/1997	12/31/1996	No View Print
AR: RY1995	SQG 6/24/1997	12/31/1995	No View Print

Annual Report History

Reporting Year: 2004

Submitted: Yes Site ID Form: Yes [Export Files](#)
E-Filed: Yes [Annual Data](#)
[GM Waste Streams](#) (0) [Print Annual Report](#)
[WR Waste Streams](#) (0)
[OI Facilities](#) (0)

Then click the **Download** button.

HOME FORMS REPORTS MAILOUTS ADMIN **Export Files**

User: JBER461 Role: Annual Report Staff Environment: Test

RCRA Site ID: WAD050966019 A & J CUSTOM CABINETS Inc
Facility/Site ID: 98399687 2300 E 1ST ST STE B
VANCOUVER, WA 98661

Reporting Year: 2005

Instructions
The system has generated export text files for you to download. Each file is built according to the published Department of Ecology [File Import Specifications](#).
Click the Download button to the left to save the ZIP file to disk. The ZIP file contains all 6 GM, WR, and OI Export Files.

Export Files
Please click the button below to download the ZIP file containing your Export Files.

[Download](#)

[Help](#) [Support](#) [Known Problems](#) [User Guide](#)

Follow the instructions on screen to copy the data files to your computer.
Contact Ecology if you need assistance.

How to Change Submitted Data

How can I change data I already submitted to Ecology?

After Annual Report data has been submitted to Ecology using TurboWaste.Net, it is "locked" for any further data entry. The only available functions are to amend (change) your data or to export a copy of your data files (any GM, WR, or OI files) from TurboWaste.Net to another location.

Start by going to the clicking on the **View Submitted Data** link.

The screenshot displays the 'Site Profile' page of the TurboWaste.Net application. At the top, there is a navigation bar with links for HOME, FORMS, PROFILE, and ADMIN. Below this, a user status bar indicates 'User: 1963 Roles: Administrator Log Off'. The main content area is divided into several sections:

- RCRA Site ID:** YOUR ASSIGNED NUMBER (12345678)
- Facility/Site ID:** 12345678
- YOUR COMPANY NAME:** YOUR STREET ADDRESS YOUR TOWN, STATE AND ZIP
- Start a New Report:** This site is currently inactive. If you need to report data to Ecology please click the 'Update Site Information' link to file a Reactivation form. Once the site is active you will be able to file an Annual Report.
- Work In Progress (Unsubmitted Data):** All records for this site have been submitted.
- Other Options:** This section contains two links: [View Submitted Data](#) (which is circled in red) and [Open Pre-printed Site ID Form](#).
- Current Site Information:** This section includes 'Location Info' (930 1/2 VALLEY MALL PKWY, EAST WENATCHEE, WA 98802-4402, DOUGLAS), 'Tax Registration' (600483096), 'NAICS Code' (42312), and 'Business Type' (Wholesale/Retail).
- Mailing Address:** Allied Battery Co Inc, PO Box 3465, SEATTLE, WA 98114-3465, UNITED STATES.
- Legal Owner:** Allied LLC, PO Box 42007, PORTLAND, OR 97242-0007, UNITED STATES, (503)239-6924, Org Type: Private.
- Land Owner:** Allied LLC, PO Box 42007, PORTLAND, OR 97242-0007, UNITED STATES, (503)239-6924, Org Type: Private.
- Operator Address:** Duane Koxlien, 105 S Brandon.

Click on **Amend Data** in the year that you wish to amend.

HOME FORMS PROFILE ADMIN
 « Site Profile Reporting History

User: 1963 Role: Administrator Log Off

RCRA Site ID: YOUR ASSIGNED NUMBER
 Facility/Site ID: 12345678

YOUR COMPANY NAME
 YOUR STREET ADDRESS
 YOUR TOWN, STATE AND ZIP

Type	Status Submitted	Effective	E-Filed	
Withdrawal: RY2005	XQG 8/26/2005	8/26/2005	Yes	View Print
Revised: RY2004	XQG 1/12/2005	12/31/2004	Yes	View Print
AR: RY2003	XQG 1/12/2004	12/31/2003	No	View Print
AR: RY2002	XQG 2/19/2003	12/31/2002	No	View Print
AR: RY2001	XQG 12/27/2001	12/31/2001	No	View Print
New	XQG 6/1/2001	6/1/2001	No	View Print

Annual Report History

Reporting Year: 2005

Submitted: Yes Site ID Form: Yes [Export Files](#)
 E-Filed: Yes [Amend Data](#)
[GM Waste Streams](#) (0) [Print Annual Report](#)
[WR Waste Streams](#) (0)
[OI Facilities](#) (0)

Reporting Year: 2004

Submitted: Yes Site ID Form: Yes [Export Files](#)
 E-Filed: Yes [Amend Data](#)
[GM Waste Streams](#) (0) [Print Annual Report](#)
[WR Waste Streams](#) (0)
[OI Facilities](#) (0)

The **Amendment Request** screen will open. Describe the reason you want to change your data in the "Reason for Amendment" box. Then click the **Submit** button. An E-mail will be sent to Ecology. Ecology staff will un-lock your data for the annual report year you requested and E-mail a message confirming your data is now ready to be amended

HOME FORMS PROFILE ADMIN
 Amendment Request

User: jeribe Role: Administrator Log Off

RCRA Site ID: WAH 123456789
 Facility/Site ID: 12345678

Your Company
 1234 Your Street
 Your Town, YVa 98808

Reporting Year: 2003

Instructions

The system prevents users from editing submitted annual report data, including Site ID, GM, WR and OI Forms. Please describe the reason you need to amend your annual report submission. An email will be sent to an Ecology representative who will remove the submitted status from the report submission.

Once the submitted status has been removed and you are contacted, you will be able to manage your annual report submission once again. Please follow the same submission process as your original report submission.

Amendment Request

Reason for Amendment:

The wrong manifest was used to submit this report

Submit **Cancel**

Click the **Reporting Log** link at the top of the Confirmation screen to return to the **Reporting History**.

Confirmation

User: 1963 Role: Administrator [Log Off](#)

[Reporting Log](#)

Confirmation

Thank you for using TurboWaste.Net to request an annual report amendment.

The application has notified the Department of Ecology for processing of your request. An Ecology staff member will respond to your amendment request within the next few days.

Please print this confirmation message for your records.

Thank you for using TurboWaste.Net.

[Help](#) [Support](#) [Known Problems](#) [User Guide](#)

Click the **Log Off** link at the top of the screen to exit from TurboWaste.Net.

«« Site Profile **Reporting History**

User: jeribe Role: Administrator [Log Off](#)

RCRA Site ID: WAH 123456789

Facility/Site ID: 12345678

YOUR COMPANY
1234 YOUR ST
YOUR CITY, WA, 98808

Site ID History				
Type	Status	Submitted	Effective	E- Filer
Revised: RY2003	SQG	4/7/2004	12/31/2003	Yes View Print
AR: RY2002	SQG	3/3/2003	12/31/2002	No View Print
AR: RY2001	SQG	2/26/2002	12/31/2001	No View Print
AR: RY2000	SQG	3/8/2001	12/31/2000	No View Print
AR: RY1999	SQG	3/8/2000	12/31/1999	No View Print
AR: RY1998	SQG	1/12/1999	12/31/1998	No View Print
New	SQG	9/23/1998	9/23/1998	No View Print

Annual Report History	
Reporting Year: 2003	
Submitted:	Yes
E-Filer:	Yes
Site ID Form: Yes	
GM Waste Streams (0) WR Waste Streams (0) OI Facilities (0)	
Export Files Amend Data	

Ecology staff will un-lock your data for the annual report year you requested and E-mail a message confirming your data is now ready to be amended

Notifications

(Updating Site Information)

Revised Notifications: There may be times of the year, other than when filing your Annual Dangerous Waste Report, which you need to notify Ecology about changes to your site’s activities and/or address information. This is called the “Notification Process” and requires you to submit an updated Site ID Form.

Withdraw Notifications: You may withdraw your Sites ID number if you discontinued regulated dangerous waste activities at the site or if you are no longer in business or no longer occupy the site.

Only the Administrator of the site can submit Notifications to Ecology. Data Entry staff may enter data and save it but they can not submit it.

To submit a Notification go to TurboWaste.Net and sign in. Open your site profile. Click on Update Site Information link.

The screenshot displays the 'Site Profile' page in the TurboWaste.Net system. At the top, it shows 'User: MICKEY' and 'Role: Environment: Test'. Below this, there are two main sections. On the left, there are three buttons: 'Start a New Report' (with a sub-link 'Create New Annual Report'), 'Work In Progress (Unsubmitted Data)' (with a note 'All records for this site have been submitted.'), and 'Current Site Information'. On the right, there is a form for 'Current Site Information' which includes fields for 'Location Info' (2300 E 1ST ST STE B, VANCOUVER, WA 98661, CLARK), 'Tax Registration' (601308850), 'NAICS Code' (33711), 'Business Type' (Cabinet Manufacturer), and 'Mailing Address' (A & J Custom Cabinets Inc, 2300 E 1ST ST STE B). The 'Update Site Information' link is circled in red.

You will see a partially completed Site ID Form. You will be able to mark “Revised” or “Withdraw”.

intranet HOME **FORMS** REPORTS MAILOUTS ADMIN

Site ID Form

User: ieribe Role: ADMINISTRATOR

RCRA Site ID: WAD 123456789 YOUR COMPANY
Facility/Site ID: 12345678 1234 YOUR STREET
YOUR CITY, WA 98808

Site ID Form

1. Reason for Submittal ?

☐ To provide New Notification of Regulated Waste Activity
☒ To provide **Revised** Site Identification Information
☐ To **Withdraw** Site Identification Number
☐ To Reactivate Site Identification Number
☐ To Admin-Withdraw Site Identification Number Effective Date: 12/31/2005 (mm/dd/yyyy)
☐ As a component of the **Dangerous Waste Annual Report** Reporting Year: 2005 (yyyy)

2. RCRA Site ID Number: WAD988500310 ?

3. Site Location Information ?

Company Name	YOUR COMPANY NAME *	Latitude:	12.12121 *
Site Address	YOUR STREET ADDRESS *	Longitude:	121.1212 *

Review the Site ID Form for corrections that may be needed.

- Review the North American Industry Classification (NAICS) Code on your form.
- The U.S. Census Bureau classifies businesses.
- U. S. Census hotline: 1-888-75-NAICS
- U. S. Census Website: www.census.gov/epcd/www/naics/html

Click on the Find NAICS Code button in Section 3 to be transferred to the US Census Bureau's website to find NAICS code information.

Check a "Generator Status" and "Frequency of Generation" for the reporting year in Section 10. The example shows how Section 10 would be filled out by a Large Quantity Generator with monthly waste generation. The rest of the form is already filled out for you based on the data from your most recent annual reports or Site ID Form. You should review the data in case there are any corrections, changes, or additions needed.

10. Type of Regulated Waste Activity

A. Hazardous Waste Activities

1. Generator of Hazardous Waste * ?

☒ a. LQG: Large Quantity Generator
(Greater than 2,200 lbs/mo)

☐ b. MQG: Medium Quantity Generator
(Between 220 - 2,200 lbs/mo)

☐ c. SQG: Small Quantity Generator
(Less than 200 lbs/mo)

☐ d. XQG: No Regulated Waste Generated

2. Frequency of Generation ?

☒ a. Monthly

☐ b. Batch

☐ c. One-time Only

Click Save and Validate at the bottom of the Site ID Form and the system will return you to your Site Profile Screen. There will be a message at the top of the screen letting you know that your submission has been accepted by Ecology.

More Help

Annual Report Forms Due Date

Completed paper forms should be postmarked or electronically submitted to Ecology no later than March 1, 2006.

Telephone Help

You may call Ecology at 1-800-874-2022 (within state) or 360-407-6170 if you have questions about completing the forms.

E-mail Help

E-mail your Annual Report Questions to Ecology at turbowaste@ecy.wa.gov.

Workshops

Workshops are held in January and February. For information on attending, contact Ecology at 1-800-874-2022 (within state) or 360-407-6170 or go to our website at: [http:// www.ecy.wa.gov/programs/hwtr/waste-report/index.html](http://www.ecy.wa.gov/programs/hwtr/waste-report/index.html).

NAICS Code Help

NAICS Codes are used by the US Census Bureau to classify businesses.

Hotline: 1-888-75-NAICS

Website: www.census.gov/epcd/www/naics/html

E-mail: naics@census.gov.